

## Contents for Part 9

9.0 Section K. LOCET Indicator Codes: .....	2
LOCET Indicator Codes will be updated by DHH as needed. ....	2
Up to 10 LOCET Indicator Codes may be stored on any LOCET. ....	2
9.0.1 Accessing the LOCET Indicator Codes: .....	3
9.0.2. Selecting a LOCET Indicator Code: .....	4
9.0.3. Correcting a LOCET Indicator Code already selected:.....	5
9.0.4. Untimely Caregiver Verification Review: .....	5
9.0.5. Medical Deterioration Review Input (Part Two Imminent Risk review): .....	6
9.0.6. No LOCET Indicator Code Applies: .....	6
9.0.7. Code 98: “Check notebook for code situation.” .....	7
9.0.7.1. Users cannot select Code 98:.....	8
9.0.7.2. Do not erase code 98: .....	8
If you accidentally alter or erase code 98, you must notify your supervisor.....	9
9.0.8. Every LOCET should have a LOCET Indicator Code: .....	9
9.1. NOTEBOOK .....	10

## 9.0 Section K. LOCET Indicator Codes:

Section K (Figure 9-1) allows for input of commonly needed information in an accurate and expeditious manner. The LOCET Indicator Codes also allow for ease in retrieval of reports and other studies made by consultants to the Department of Health and Hospitals Office of Aging and Adult Services.

LOCET Indicator Codes will be updated by DHH as needed.

Code	Description
1. [ ][ ][ ]	
2. [ ][ ][ ]	
3. [ ][ ][ ]	
4. [ ][ ][ ]	
5. [ ][ ][ ]	
6. [ ][ ][ ]	
7. [ ][ ][ ]	
8. [ ][ ][ ]	
9. [ ][ ][ ]	
10. [ ][ ][ ]	

- ☐ D. PW2: Cognitive
- ☐ E. PW3: Physician
- ☐ F. PW4: Treatments
- ☐ G. PW5: Therapies
- ☐ H. PW6: Behavior
- ☐ I. PW7: Service
- ☐ J. Signatures
- ☒ K. Indicator Codes
- ☐ Notebook

Figure 9-1

Up to 10 LOCET Indicator Codes may be stored on any LOCET.

Care must be taken to always check to see if any code applies to the LOCET which is being completed. It is very important to record any code which applies to the LOCET. If no other code applies, the code which states, "No LOCET Indicator Code applies to this LOCET" must be selected.

**Reader's Key:** There is no corresponding section to the Nursing Facility version of this manual.

### 9.0.1 Accessing the LOCET Indicator Codes:

At the completion of a LOCET, the Intake Analyst must place the cursor over the “Description” portion of the display in Section K, as shown in Figure 9-2 below.

Then press “Enter” on the keyboard. This will open up the LOCET Indicator Codes Display. See Figure 9-3 on next page.

Code	Description
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Figure 9-2

The Intake Analyst will search the listing shown on-screen to determine if any of the codes shown apply to the LOCET just completed.

For instance, if Alternate Pathway 1 questions were asked to the applicant due to no active caregiver, code 001 would apply. Selection of this code will take the place of making the notebook entry which states the same information. See next page for an example of this input.

### 9.0.2. Selecting a LOCET Indicator Code:

After opening the LOCET Indicator Code listing as instructed above, the entire listing will be visible. The user is to familiarize him/herself with the codes in order to make the appropriate choice of code(s) for each LOCET input into the system.

Highlight the appropriate LOCET Indicator Code with your cursor. Then click on “Select from List” (Figure 9-3). This will cause your selected code to appear in the LOCET display of Section K as shown in Figure 9-4.

Lookup Item	Code / Description
Alternate Pathway 1 quest d/t no active caregiver	001
Currently no waiting list for this service	007
EPSDT aging out -- Imm Rsk does not apply	002
IR review after 34 days; Caregiver 70 or over	070
IR review after 34 days; Caregiver disabled	044
IR review after 34 days; Caregiver not 70	060
IR review after 34 days; Caregiver not disabled	040
IR review of Med Det; IR met	055
IR review of Med Det; IR not met	066
IR review of Med Det; targeted audit LOCET needed	012
LOCET completed d/t current waiver offer	006
No Indicator Code Applies to this LOCET	099
PACE client -- Imm Rsk does not apply	003
Requesting Nrsg Facility -- Imm Risk does not apply	005
Requesting registry only -- Imm Rsk does not apply	004

Figure 9-3

Code	Description
001	Alternate Pathway 1 quest d/t no active caregiver

Figure 9-4

Repeat this process for each LOCET Indicator Code which applies to the LOCET you are completing.

**Do not type a number in the “Code” column. Do not type in the “Description” column. Always use the Selection process described above.**

**Reader’s Key:** There is no corresponding section to the Nursing Facility version of this manual.

### 9.0.3. Correcting a LOCET Indicator Code already selected:

If an error is made in **Selection** of the LOCET Indicator Code, the easiest way to correct it is to place your cursor at the end of the displayed description and “Backspace” the entire length of the Description and continue backspacing over the numeric code as well, clearing all characters from the spaces. Press “Enter” on your keyboard.

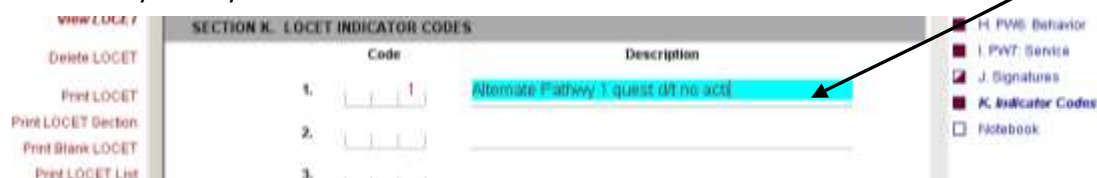


Figure 9-5

This step will take you back to the display shown in Figure 9-2 above. Proceed to select the correct code using the steps shown above in Selecting a LOCET Indicator Code.

### 9.0.4. Untimely Caregiver Verification Review:

As stated earlier (Section 7.1.2) “Pending Imminent Risk” status will remain on the LOCET Assessment Grid display for 34 days before it automatically changes to “Closed” Imminent Risk status. Clients are allowed 30 days to submit documentation of caregiver status. That is why the LOCET Imminent Risk status automatically changes on LOCET Assessment List Grid display to “Closed” after 34 days.

To allow for the possibility that some documentation may be received after the 30 day limit, and should it be determined to be late by good cause, “IR review after 34 days” codes have been established. These codes will allow the LOCET record to be updated with a determination of caregiver status review even in the presence of “Closed” status on the LOCET Assessment Grid display.

Good cause for late submission of Caregiver Verification will be determined by a Point of Entry supervisor with guidance from OAAS.

The LOCET user must develop the habit of checking for LOCET Indicator Codes on all cases he / she is researching.

**Reader’s Key:** There is no corresponding section to the Nursing Facility version of this manual.

### ***9.0.5. Medical Deterioration Review Input (Part Two Imminent Risk review):***

The Medical Deterioration decision compiled from a review of the Medical Deterioration form is to be input in the LOCET by use of LOCET Indicator Codes. These “IR review of Med Det” codes will indicate the decision of the reviewer(s) of the medical documentation submitted.

It must be emphasized that the Medical Deterioration review decision will not be shown on the LOCET Assessment List Grid display or on the LOCET Imminent Risk CAPs display. It will only be shown as a LOCET Indicator Code, Section K, of the LOCET.

### ***9.0.6. No LOCET Indicator Code Applies:***

All LOCET Intake Analysts must thoroughly read each LOCET Indicator Code at the conclusion of each new LOCET and add the appropriate code. If none applies, select the code which states, “No Indicator Code Applies to this LOCET.”

LOCET Indicator Codes and Descriptions, with instructions for usage, are issued in Appendix A to the LOCET User Manual for System Users. Please refer to Appendix A for specific codes and how they apply.

See next page for discussion of Special LOCET Indicator Code 98: “Check notebook for code situation.”

Issue Date 01/12/2010  
All prior versions are obsolete

**Reader’s Key:** There is no corresponding section to the Nursing Facility version of this manual.

### 9.0.7. Code 98: “Check notebook for code situation.”

Beginning October 2007, all new LOCETs began using the pick list of codes for the user to review and choose from. However, the LOCETs entered prior to October 2007 will have important information recorded in the notebook section of the LOCET, such as, “Alternate PW 1 questions asked due to no active caregiver.”

In order to alert the user to look for notebook entries for these important situations, special code 98 has been established and was electronically entered on all LOCETs which existed prior to the implementation of Section K.

When viewing a LOCET which has code 98 in Section K, the user should search the Notebook entries of that LOCET for important information, if any was recorded. Not all LOCETs which have code 98 will have “code situations” recorded in the notebook, but the user must determine if there is a “code situation” recorded there which would impact further action on the LOCET case.

The screenshot displays the LOCET system interface. On the left is a navigation menu with options like Tutorial, Contact Us, Reports, Clients, MOSHC, LA Plan Of Care, LOCET, Attached Images, Scheduling, Care Plans, Event Log, CAP Report, Meds Report, Disease Report, and LOCET Manual. The main area shows 'SECTION K. LOCET INDICATOR CODES' with a table of codes. Code 98 is circled, with a description 'Check notebook for code situation'. Below this is the 'NOTEBOOK' section titled 'General Notes on Assessment', which contains a note dated 8/14/2007 4:13:11 PM by Albert Simpson, stating 'LA LOCET\_A Notebook Alternate PW 1 questions asked due to no active caregiver.' A right-hand sidebar lists various assessment categories like A. Set Stage, AA. Identification, BB. Evac Determine, etc., with checkboxes. A callout arrow points from the circled code 98 to the notebook entry.

Code	Description
1. 98	Check notebook for code situation
2.	
3.	
4.	

**NOTEBOOK**  
General Notes on Assessment  
8/14/2007 4:13:11 PM - Albert Simpson - LA LOCET\_A Notebook  
Alternate PW 1 questions asked due to no active caregiver.

LOCET |  
Office of Aging & Adult Services  
Issue Date 0  
All prior vers

Figure 9-6 shows the purpose of code 98: The LOCET was completed prior to our use of the LOCET Indicator codes (October 2007) and the LOCET notebook was used to record special situations.

**Reader's Key:** There is no corresponding section to the Nursing Facility version of this manual.

### 9.0.7.1. Users cannot select Code 98:

As stated earlier, Code 98 was placed on existing LOCETs electronically. It is not a code which the user will be able to select. It does not appear on the pick list of codes.

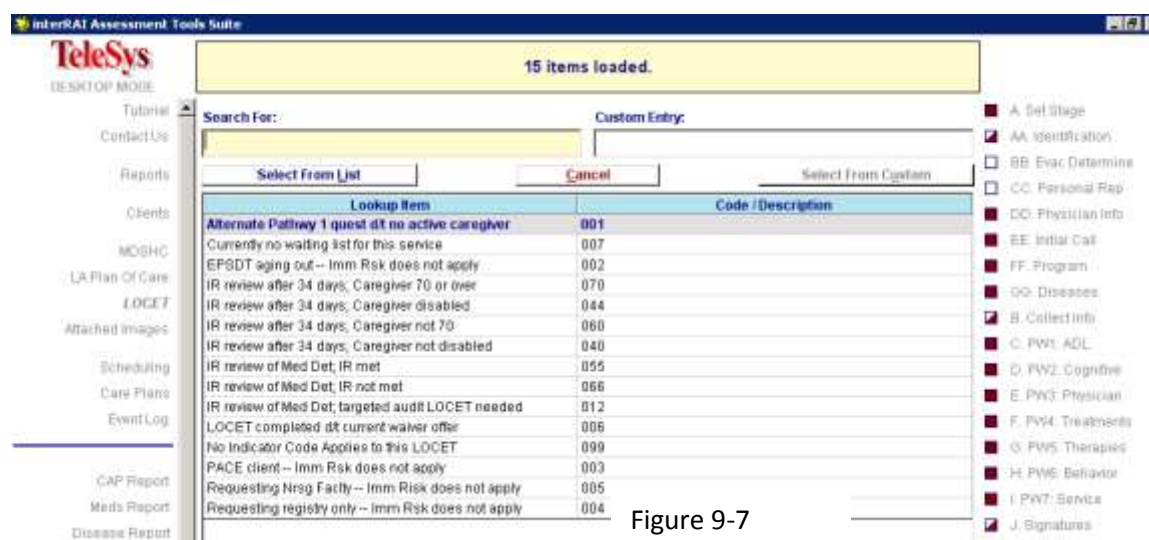


Figure 9-7

### 9.0.7.2. Do not erase code 98:

Section 9.0.3 gives instructions on how to correct a code which was selected incorrectly by erasing the code with backspacing the cursor. However, **the user must be careful not to erase code 98.**



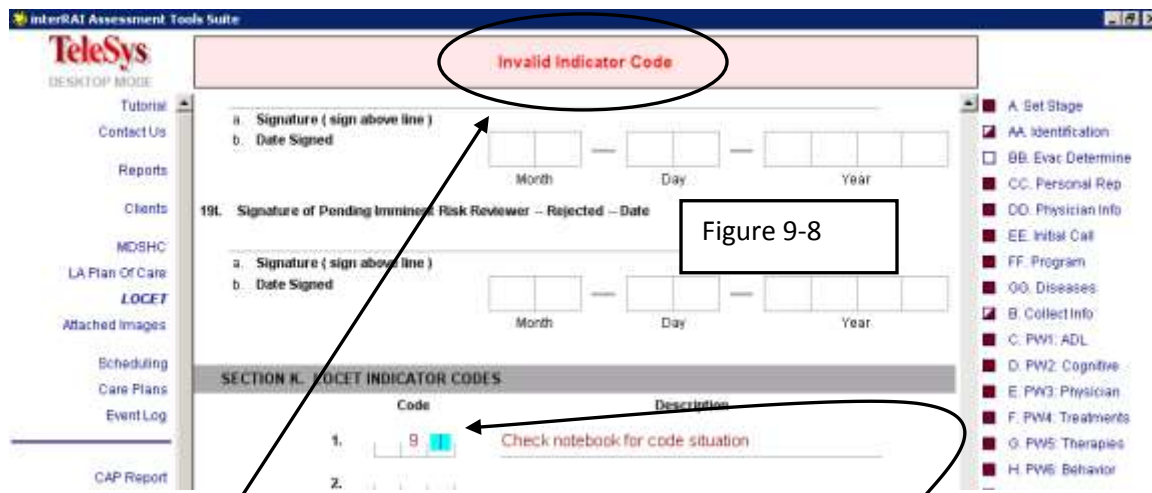


Figure 9-8

The error message shown here will appear when any attempt is made to alter Code 98 and the user tries to leave field K.1. The error message will continue until code 98 is completely erased -- something which should never occur, since it cannot be re-entered.

If you accidentally alter or erase code 98, you must notify your supervisor.

### 9.0.8. Every LOCET should have a LOCET Indicator Code:

Since the LOCETs entered prior to implementation in October 2007 will have LOCET Indicator Code 98, and since all users must search the LOCET Indicator Codes list for applicable codes and use code 99 if none other apply (see Sections 9.0 and 9.0.7), all LOCETs beginning with implementation date in October 2007 will have a LOCET Indicator Code.

**Reader's Key:** There is no corresponding section to the Nursing Facility version of this manual.

The LOCET Indicator Codes will routinely be entered at the time of the LOCET input. The user will record the presence of any situation(s) listed which applies to the applicant's LOCET.

LOCET Indicator Codes may be entered after initial input if a situation occurs which warrants such input, as in the case of an Imminent Risk review (Part Two) or Caregiver Status input after 34 days.

## **9.1. NOTEBOOK**

This area is used to add information which is pertinent to the LOCET document or to expound on additional documentation. These entries will be those special situations for which a LOCET Indicator code has not been established, or for any pertinent information regarding the LOCET answers for the applicant.

In the event of an interrupted call, the Intake Analyst must make a short notebook entry describing the reason the call was interrupted and must also mention the last item completed.

Any additional information requested from the applicant or personal representative should be documented in the notebook. For instance, when a Designation of Personal Representative Form (OAAS RF 06-003) is sent to the applicant, it must be logged into the Notebook.

Any notes which are considered important to the history of the LOCET should also be included in the Notebook.

**Reader's Key:** There is no corresponding section to the Nursing Facility version of this manual.